

Administrative - Internal Use Only

1146-77

File: ADA

MEMORANDUM FOR: Director of Personnel
Director of Security
Director of Logistics
Director of Finance
Director of Communications
Director of Data Processing
Director of Medical Services

18 JUN 1977

STATINTL

FROM : [REDACTED]
Chief, Regulations Control Branch
Information Systems Analysis Staff

SUBJECT : Classification of Regulations by Paragraph

1. Headquarters Notice [REDACTED] conveys the policy that Agency classified documents will be classified by paragraph to the extent practicable. It has been determined that Agency regulatory issuances are covered by this policy and, therefore, initiators are requested to indicate on their classified headquarters regulatory submissions the classification of each paragraph. (The extent of application to [REDACTED] has not yet been determined, and until such determination is made, [REDACTED] should be submitted as before.)

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2. Using HR [REDACTED] as an example of the procedures to be followed, a. GENERAL, b. POLICY, c. AUTHORITIES AND RESPONSIBILITIES, d. BENEFITS, e. PROCEDURES, and f. OPERATIONAL IMPLICATIONS are the paragraphs of the regulation. Classification by paragraph will not extend below this first breakdown. Therefore, if there is classified information anywhere within a paragraph the classification symbol will be placed between the paragraph letter designation and the paragraph title.

a. If, for example, paragraph a were Confidential, it would be marked as follows:

a.(C) GENERAL. (Text)

b. If, for example, paragraph b were unclassified, it would be marked as follows:

b.(U/AIUO) POLICY. (Text)

In rare cases an unclassified paragraph would be marked (U), but the general practice should be to mark the paragraph (U/AIUO) to indicate that although unclassified, it is controlled by the marking Administrative - Internal Use Only.

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- c. If, for example, subparagraph (1) or (2) of paragraph c contained Confidential information, the paragraph would be marked as follows:

c.(C) AUTHORITIES AND RESPONSIBILITIES

- (1) DIRECTOR OF PERSONNEL. (Text)
- (2) OPERATING OFFICIALS AND HEADS OF INDEPENDENT OFFICES. (Text)

There would be only one classification symbol for paragraph c.

3. If the title of HR [REDACTED] were Confidential, the classification symbol would be placed in parentheses after the last word of the title; for example, [REDACTED] PAY AND ALLOWANCES FOR MISSING PERSONS (C).

4. The classification of the entire regulation would bear the classification of the most highly classified paragraph, or of the title if it were more highly classified than any of the paragraphs.

STATINTL

cc: C/ISAS
AI/DDA
DDI
DDO
DDS&T
IG
OGC
COMPTROLLER
OLC
AO/DCI